

Instructions for Enrolling in the Adopt-a-School Program

The steps necessary to carry out the immunization of your adopted school or Head Start Center are:

1. Collaborate with the school/head start administration to determine if the school has or has not already been adopted by another provider, and establish a point of contact at that school, as well as a person within your office to be responsible for organization of this project.
2. The following paperwork (located on the MSDH website at www.msdh.state.ms.us under Physician Resources) should be completed and returned to the Public Health District Administrator to enroll in the Adopt-a-School Program: Contact information for each Public Health District Office can be located at www.HealthyMS.com/adopt
 - a.) The MSDH Provider Agreement for Ordering Novel H1N1 Vaccine (if you've already done this for vaccination in your clinic, there is no need to complete it again).
 - b.) The Mississippi Information Immunization eXchange form.
The Immunization Program will process your request and send you a packet in the mail that will include vaccine order information and other informational material for ordering the Novel H1N1 vaccine.
 - c.) Complete the Novel H1N1 Adopt-a-School form indicating which school you plan to adopt and the necessary contact information for your clinic. More than one school can be adopted but a new form will be required for each school.
 - d.) Complete the Physician Services Agreement in order to receive reimbursement following the completion of the vaccinations administered in the school.
3. The Immunization Program will provide your clinic with the required documentation to send to the school for parental/guardian consent for vaccinations once the date for vaccination has been established. The date should allow enough time for consent form distribution and return (several days), and enough time for vaccine ordering and delivery to you (up to 2 weeks).
4. It is the Provider's responsibility to work with the school to distribute and collect consent forms that will allow you to estimate the number of doses of vaccine which will be required. Once these forms have been returned from the children's parents to the school administrator, a more precise prediction of time needed to administer vaccine to all children whose parents agree, and an estimate of number of doses needed may be made.
5. Process your vaccine order on the MSDH Vaccine Order Form (986) to the Immunization Program via mail or fax. MSDH Immunization Program
PO Box 1700
Jackson, MS 39215
Fax: 601-576-7686
6. Information will be provided to your clinic about entering doses administered into the MIIX system. This is a very simple and quick system that will allow you to be reimbursed for the vaccine that is administered during the school vaccination clinic.
7. MSDH will process a payment within 45 days for \$5.00 per dose administered within the school by your clinic and recorded within the MIIX system.

Thank you so much for taking the time and making the effort to participate in this project to improve the health of those in your community. The Health Department cannot do this alone, and it is through public/private partnerships like this that we can advance to a healthier future for our state.

If you have other questions, please call the MSDH Immunization Office at (601) 576-7751 or call your District Health Office.